

APPROVED
Cedar Area Fire & Rescue Board
Regular Meeting & Public Hearing
Thursday, October 21, 2021 at 7:00 pm
Cedar Fire Department

Call to Order

Chair Greg Julian called the meeting to order at 7:00 p.m with the Pledge of Allegiance. Present on roll call were Greg Julian, Rick Royston, Ron Schaub and Chris Comeaux. Andy Doornbos, Matt Maus, Jeff Friend, and Dana Boomer were present as staff. Tim Stein was also present. John DePuy was absent.

Discussions/decisions will be for the direction of the Cedar Area Fire & Rescue Board as previously published, per the Open Meetings Act. Potential quorums of township boards will be noted in the minutes.

Citizens Comments – None

Consideration of Agenda – The board briefly discussed the agenda. The budget amendment was removed from Financial Reports as unnecessary. Building Camera Placement by County was added to New Business. **Motion by Schaub to approve the agenda as amended, second by Royston. All in favor, motion carried.**

Minutes: Minutes: Approval of September 16, 2021 General Meeting Minutes – The board briefly discussed. **Motion by Royston to approve the September 16, 2021 General Meeting Minutes as presented, second by Comeaux. All in favor, motion carried.**

Approval of August 24, 2021 General Meeting Closed Session Minutes – The board briefly discussed. **Motion by Royston to approve the August 24, 2021 General Meeting Closed Session Minutes as presented, second by Schaub. All in favor, motion carried.**

Correspondence Received – None

Financials –

Boomer had previously provided a handout to the board which detailed the financial statements for September. The beginning cash balance in the operating fund as of September 1 was \$153,487.74 and the ending cash balance as of September 30 was \$78,264.47. Income for the month was \$3,247.78. The vendors' payables were \$32,585.84. The September payrolls were \$3,789.80 on 9/1, \$23,084.25 on 9/17, and \$19,011.16 on 9/29.

The board briefly discussed the vendors payable and payroll. The updated unpaid bills detailed list was presented, and briefly discussed.

Schaub moved to accept the September vendors payable as presented, Royston seconded. All in favor, motion carried.

Royston moved to accept the September payrolls as presented, Schaub seconded. All in favor, motion carried.

Royston moved to accept the September financial statements as presented, Schaub seconded. All in favor, motion carried.

Unfinished Business:

- a. Floor/Drain Work – Doornbos is working to get bids from commercial contractors for the complete project and permitting. No bids or estimates have been received; he has been having a hard time contacting contractors. He will be meeting with the excavator and representative from Spence Brothers tomorrow morning.

Tim Stein stated that he would appreciate the board determining whether the floor/drain work is a maintenance item or a capital improvement item. He would strongly lean toward it being a capital improvement item, which would either be paid for by Solon and Centerville Townships or need the approval of all four townships to come out of the fire department capital budget. There is beginning to be discussion of a second station in Kasson or Cleveland Township. If the cost of that is to be borne by Kasson and Cleveland Townships, Stein does not feel that it is reasonable that major capital work done to the Cedar Station be borne by all four townships.

Comeaux stated that he thinks the four township supervisors should meet and discuss the burden of capital improvements to stations. The board and Stein discussed the history of the drain and floor research on the building, and the need for a general idea of the price of the Cedar floor project before additional discussion happens. Stein reiterated that he believes the board should get a legal opinion regarding the difference in the interlocal agreement between the department being responsible for maintenance and the townships being responsible for improvement. Doornbos will continue working to get quotes for the floor, which will be the starting point for the discussion, and he will also have the department attorney review the interlocal agreement regarding the points discussed tonight.

- b. Union Negotiating Update – Julian and Comeaux reported that a final draft of the contract has been prepared and reviewed by the department labor attorney. The labor attorney recommended going into closed session.

Royston moved, Comeaux seconded that the Board meet in closed session under Open Meetings Act section 8(c) “For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement if either negotiating party requests a closed hearing.” Roll call vote: Julian (yes), Royston (yes), Comeaux (yes), Schaub (yes). All in favor, the board went into closed session at 7:31 pm.

The board returned to open session at 7:40 pm.

Julian thanked the staff and board for their work on the draft contract. Matt Maus also thanked everyone for their work, stated that the union has already approved the contract on their side, and are excited for the improvements to the department found within the contract. Julian recommended that the board approve the contract. **Royston moved to approve the 2022 union contract, effective January 2, 2022-2025, Schaub seconded. Roll call vote: Julian (yes), Royston (yes), Comeaux (yes), Schaub (yes). All in favor.**

The board and union president signed two copies of the newly-approved union contract.

- c. 2022/23 Budget – The budget has now been approved by all four townships. It will now be in place as of April 1, 2022.
- d. ALS/Bennett Bill Update – The department has been approved to run as a conditional ALS department under the Bennett Bill. Royston recommends sending this news with a photo to the Enterprise for publication. This could be combined with the news of the newly signed contract. Doornbos and Boomer are working to see how much money from the part-time budget can be allocated to part-time medics to allow for additional paramedic staffing.

New Business:

- a. Electronics Payments Policy – Boomer presented an updated pre-payment and electronic payment resolution (see attached), Resolution 2021-01. The board briefly discussed. **Royston moved, Schaub seconded to approve Resolution 2021-01. Roll call vote: Julian (yes), Royston (yes), Comeaux (yes), Schaub (yes). All in favor.**
- b. Part-Time Employee Hiring – Doornbos requested the board approve the hiring of Andrew Bakker as a new part-time employee. He is an active-duty reservist in the Army. He has an extensive set of fire certificates through the DOD, and has his EMT license. Doornbos is currently working to get him reciprocity for his certificates through the state. **Royston moved, Comeaux seconded to approve the hiring of Andrew Bakker as a part-time employee, effective 10/21/2021. All in favor, motion carried.**
- c. Interlocal Agreement Review Process – The board discussed the interlocal agreement review process. Royston believes that there are a number of things that can and should be amended in the current interlocal, and believes that there should be discussions about other issues such as regional cooperation and a fire authority should be discussed before additional discussion on a second station. The board discussed the possibility of a second

station. Doornbos is also working to get a county building inspection, to get a full list of issues with the station. Royston has a contact who is an expert in fire authorities, it may be useful to bring that person up for presentations to the board and possibly the community.

- d. Deficit Elimination Plan - Boomer presented a deficit elimination plan resolution for 2021/22 (see attached), Resolution 2021-02, to be submitted to the state. The board briefly discussed; this should be the last year that a deficit elimination plan is needed for the state. **Royston moved, Schaub seconded to approve Resolution 2021-02. Roll call vote: Julian (yes), Royston (yes), Comeaux (yes), Schaub (yes). All in favor.**
- e. Building Camera Placement by County – The county would like to place a camera on the north side of the building to monitor the recycling site. Solon Township told the county to ask the fire department, so the county asked for the approval to be in the minutes of the fire department board. **Comeaux moved to approve the placement of the camera, Schaub seconded. All in favor, motion carried.**
- f. Any New Business – None

Reports:

- a. Fire Chief – The Chief's Report was provided in the meeting packet. Doornbos summarized the main points of his report. The chief and board discussed the report.
- b. Department Staff – None
- c. Chairman – None

Citizens Comments – None

Board Member & Chair Comments – Schaub is very happy about the transition to conditional ALS; this has been several years in the making and now the information should be put out into the community. Royston thinks that Doornbos should send copies of his chief's reports to the Enterprise. Royston stated he will be gone for the January-April meetings, and will look into either having a substitute or participating remotely. The board briefly discussed the ability for members to participate remotely; this has been severely curtailed by recent changes to the Open Meetings Act.

Next Meeting Date – The next regular board meeting is scheduled for Thursday, November 18, 2021 at 7 pm.

With no further business, Julian moved to adjourn the meeting at 8:55 pm, Schaub seconded. All in favor, motion carried.

Respectfully submitted,

Dana Boomer
Recording Secretary

**RESOLUTION 2021-01
CEDAR AREA FIRE AND RESCUE
COUNTY OF LEELANAU**

Resolution Authorizing Pre-Payment of Certain Bills (2021 Update)

WHEREAS, Cedar Area Fire & Rescue has budgeted funds for payment of obligations, including utilities and preapproved proposed maintenance; and,

WHEREAS, the payment of these items occasionally arrives out of time for placement on the next available list of bills, thereby inadvertently placing these bills in arrears because of the schedule of meetings; and,

WHEREAS, the Chairperson of the Cedar Area Fire & Rescue Board has advised that the governing body may provide for the prepayment of these items, so that they may be paid in a timely manner without penalty.

NOW, THEREFORE BE IT RESOLVED by the Board of Cedar Area Fire & Rescue in the County of Leelanau, State of Michigan, that the treasurer and/or their designee be and is hereby authorized and directed to make prepayment of the following vendors prior to the same appearing on the next meeting's list of bills:

1. Charter Communications (telephone and internet)
2. Consumers Energy (electric)
3. DTE (natural gas)
4. Williams & Bay (pumping)
5. GFL Environmental (trash service)
6. The SBAM Plan (insurance)
7. Accident Fund (insurance)
8. Municipal Underwriters of Michigan (insurance)
9. Blue Cross Blue Shield of Michigan (insurance)
10. Any and all bills that may be placed in arrears prior to the next regularly scheduled board meeting.

NOW, THEREFORE BE IT ALSO BE RESOLVED by the Board of Cedar Area Fire & Rescue in the County of Leelanau, State of Michigan, that the treasurer and/or their designee be and is hereby authorized to pay the above-named vendors and bills by ACH or online bill pay through Chase Bank.

The foregoing resolution moved by Royston, seconded by Schaub.

Upon Roll Call Vote, the following voted:

Aye: Julian, Royston, Schaub, Comeaux

Nay: None

Absent: DePuy

The Chairman of the Board declared the resolution adopted as of 10/21/2021.

CEDAR AREA FIRE & RESCUE BOARD

RESOLUTION NO. 2021-02

**A RESOLUTION TO ADOPT A
PLAN FOR THE ELIMINATION OF
THE FYE 2021/2022 OPERATING FUND DEFICIT**

Minutes of a regular meeting of the Board of Cedar Area Fire and Rescue held on October 21, 2021 at 7 o'clock p.m., local time at the Cedar Fire Department.

PRESENT: Julian, Schaub, Royston, Comeaux

ABSENT: DePuy

WHEREAS, Cedar Area Fire & Rescue's Operating Fund had a \$20,352 deficit fund balance on March 31, 2021; and

WHEREAS, 1971 PA 140 requires that a Deficit Elimination Plan be formulated by the local unit of government and filed with the Michigan Department of Treasury;

NOW THEREFORE, IT IS RESOLVED that the Cedar Area Fire & Rescue's legislative body adopts the following as the Cedar Area Fire & Rescue Operating Fund Deficit Elimination Plan:

	2021	2022	2023	2024	2025
General Fund Net Position (Deficit) Apr 1	(20,352)	36,508	63,680	78,495	83,791
Revenue					
Cost Recovery	96,753	100,000	110,000	110,000	110,000
Township Contributions	852,549	937,404	1,083,915	1,192,306	1,251,921
Other	1,175	0	0	0	0
Total Revenue	950,477	1,037,404	1,193,915	1,302,306	1,361,921
Expenditures					
Personnel	641,775	743,244	951,500	1,046,650	1,098,982
Equipment	59,537	85,500	75,000	82,500	86,625
Services	41,501	60,696	36,200	39,820	41,811
Building	8,587	33,192	33,200	36,520	38,346
Operations	142,217	87,600	83,200	91,520	96,096
Total Expenditures	893,617	1,010,232	1,179,100	1,297,010	1,361,860
General Fund Net Position (Deficit) Mar 31	36,508	63,680	78,495	83,791	83,852

BE IT FURTHER RESOLVED that the Cedar Area Fire & Rescue's board chairman submits the Deficit Elimination Plan to the Michigan Department of Treasury for certification.

BE IT FURTHER RESOLVED, that this Resolution shall be effective upon the date of adoption by the Board as reflected below.

The above resolution was offered by Royston and supported by Schaub.

AYES: Julian, Royston, Schaub, Comeaux

NAYS: None

ABSENT: DePuy

RESOLUTION DECLARED ADOPTED.

CERTIFICATE

The foregoing is a true and complete copy of a resolution adopted by the Cedar Area Fire Board at a regular meeting held on October 21, 2021. Public notice was given and the meeting was conducted in full compliance with the Michigan Open Meetings Act (PA 267, 1976). Minutes of the meeting will be available as required by the Act.

Submitted By:

Dana Boomer, Recording Secretary